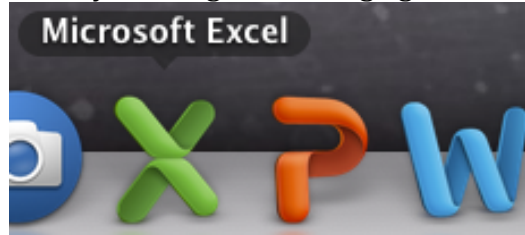# INF1060 – Assignment #1-7
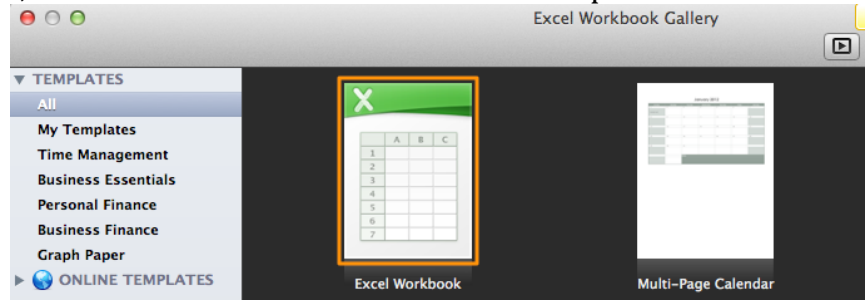
Basic Excel Workbooks

In this assignment you will learn to create a basic workbook in Microsoft Excel. To begin, open Excel by clicking on the large green X icon on the Dock.

From there, select the default "Excel Workbook" Template from the list.

Once you have opened a new workbook, enter data in the cells to recreate the example on the following page. Be sure to use the formatting techniques you learned from INF1030 – Word Processing.

For Assignments 1-7, try to exactly replicate the spreadsheets on the following pages. Be sure to change text formatting (italics, bold, etc), align text in the proper direction, and use capitalization where necessary.

Assignments 1-7 will be marked using the following guidelines.
<u>Marking Guide:</u>

Cells are properly formatted and spaced   /5

All content in cells is added correctly   /10

Text is correctly formatted (bold, italics, etc)   /5

Total   /20

How-Tos

- To make the text in a particular cell go onto two lines, complete the following steps. Type the first line of text as normal. Then hold the Control+Option keys simultaneously. While holding down both keys, press the Return key. Alternately, click on the cell you want to change and click the Wrap Text Option from the Ribbon.
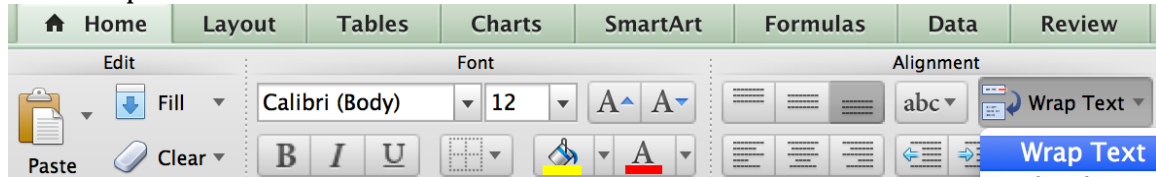
- To change the size of a column or row, hover over the number or letter assigned to that row until the cursor changes to an icon that is a line with an arrow on either side. Then click the left mouse button and drag to resize.
- Changing text size, font, color, and alignment can all be done the same way as they are done in Microsoft Word.
- To center text in the middle of a cell, select the following options from the Ribbon.
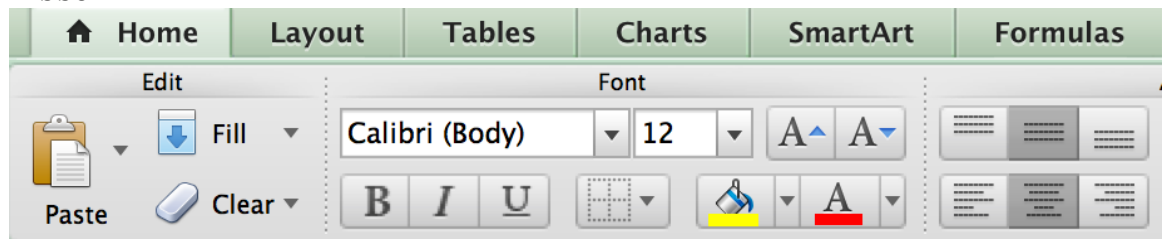
- For all Assigned Spreadsheets, put the Assignment# in cell A1, your name in cell A2, and the date in cell C2.